

USER'S GUIDE

for the

AMEADMIN AME Administration



Federal Aviation
Administration

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AMEADMIN AME Administration

By completing the log-in below, I am affirming that I will safeguard all Sensitive Personally Identifiable Information (SPII), as defined in the DOT Information Technology and Information Assurance Policy 2006-22(Revision 1), Implementation of DOT's Protection of Sensitive Personally Identifiable Information (SPII). SPII is information that if released for unauthorized use is likely to result in substantial harm to the individual to whom such information relates.

SPII means the first and last name, home address and telephone number of an individual, in combination with any of the following related to the individual: Social Security Number (this is SPII on its own); Driver's License/State Issued Identification Number; Taxpayer Identification Number; Financial Information; Security Code; Access Code; Password; Personal Identification Number; Medical Information protected under the Health Insurance and Portability Accountability Act; Biometrics; and Investigations, including a report or database which contains sensitive information which can link an individual to any item above.

Login

User name:

Password:

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AMEADMIN AME ADMINISTRATION

The AMEADMIN AME Administration is an administrative tool developed for the purpose of allowing AMEs to validate the AMCS accounts associated with their AME Serial Number. This simple tool gives an AME the means to deactivate the AMCS accounts of those individuals who are no longer members of their staff and therefore should no longer have access to the AMCS as well as validate the accounts for the individuals who are still members of their staff.

*****The AMEADMIN is accessible to AMEs via a direct log in to the application or via a link provided when logging into AMCS*****

IMPORTANT: AMCS accounts must be validated every 90 days or they will be locked. AMEs will receive messages reminding them to validate the accounts prior to the 90 day deadline.

LOGIN

Locate the URL for the AME Admin with your browser and type in your *User Name* and *Password*. Strike **<Enter>** or click on the **Login** button. You will be taken to the Message Page.

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AMEADMIN
AME Administration

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Login

User name:

Password:

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Change Password

AME Admin passwords will expire every 90 days. If your account has expired you will be taken directly to the Change Password screen after your login attempt. To change your password click on the **Change Password** button on the Login screen.

The Login window will expand to include **New Password** and **Confirm** text boxes.

AMEADMIN
AME Administration

Login

User name:
Password:
New Password:
Confirm:

Login Clear

Enter a new password of your choice. Passwords must be at least eight characters in length and must use three of the four following different character types:

- Uppercase alphabetic characters (A-Z)
- Lowercase alphabetic characters (a-z)
- Numeric characters (0-9)
- Non-alphanumeric characters (*#&%@~^)

Password characters may not be repeated more than two times (Valid: PPassword1 – Not Valid: PPPassword1).

The system will maintain the last five passwords and not allow you to use any password that you have used in the past five changes. **IMPORTANT: Login accounts will be locked out for twenty minutes after three failed attempts to login to AME Admin.**

Enter your new password in both areas and strike **<Enter>** or click the **Login** button. Your password will be changed and you will be logged on. You will be taken to the Message Page.

Message Page

Upon login to the AMEADMIN, AMEs will be presented with the Message Page.

If there are new messages they will display in the Messages box. All messages that are currently active can be viewed by clicking on **All**. Click on the AME Administration link and you will be taken to the User Administration screen.

The screenshot shows the AMEADMIN Message Page. At the top is a blue header with the Federal Aviation Administration logo on the left, the text "Federal Aviation Administration" in the center, and a link to "« FAA.gov" on the right. Below the header, a purple "Welcome Linda Smith" message is centered. On the left is a "Menu" box with links for "Home", "Change Password", and "Logout". To the right of the menu is an "Applications" section containing links for "Aerospace Medical Certification Subsystem" and "AME Administration". Below the applications is a "Messages" section. It features a table with columns "Required", "Date", and "Subject". The table contains one row with the date "08/16/10" and subject "Big Test". To the right of the table is a "View" button. Below the table are two buttons: "New" and "All". At the bottom of the page is a blue footer containing links for "FAA.gov Home", "Privacy Policy", "Web Policies & Notices", "Contact Us", and "Help". Below these links is the text "Readers & Viewers: PDF Reader".

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Welcome Linda Smith

Menu

- Home
- Change Password
- Logout

Applications

- Aerospace Medical Certification Subsystem
- AME Administration

Messages

Required	Date	Subject
	08/16/10	Big Test

View

New All

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LINKS

Change Password - Takes you to the Change Password screen.

Logout - Logs you out and takes you back to the AMCS Login screen.

Application(s) Link – A link to each application you have access to will be provided in the Applications section.


New - Displays all new messages.

All - Displays all messages that are currently active.

View - Displays the selected message.

If a message requires confirmation, a message will display at the top of the screen, the application links will be disabled and a check mark will display under the "Required" header in the messages section of the screen. Users will not be allowed access to any application until they confirm they have read the message.

Applications

 When messages exist that require viewing, they must first be confirmed before accessing any application. Once you have viewed and confirmed all required messages, applications will be accessible.
Aerospace Medical Certification Subsystem
AME Administration

Messages

Required	Date	Subject
✓	08/17/10	Important TEST Message!!!
	08/16/10	Big Test

View

New

All

Clicking on the **View** button will display the message along with a check box and **Confirm** button. A **Print** button has also been provided so that the message may be printed. If a message requires confirmation, check the box and click on the **Confirm** button. Once confirmation is made you will be returned to the Message Page. The warning message will be gone and the application links will be enabled.

Important TEST Message!!!

Date: 8/17/2010

Date Sent: 8/17/2010

Subject: Important TEST Message!!!

TEST.

☒ I have read and understood this message

Confirm

Print

Close

USER ADMINISTRATION SCREEN

This screen will display a list of all the active AMCS accounts associated with your AME serial number. You should select either the “Valid” or “Invalid” radio button beside each individual’s name to indicate whether or not that person is still a member of your staff who should have access to the AMCS. Once all selections are made, click on the **Submit** button, thus verifying that you have reviewed and validated all AMCS accounts associated with your AME Serial Number.

Federal Aviation Administration

AME Admin - AME Administration Application
User Administration

List of Associated Users

The following list contains the active AMCS accounts that are associated with your AME Serial Number. For each user listed below, please select either 'Valid' or 'Invalid' to indicate whether the individual is a valid staff member who should have access to AMCS, and then click the 'Submit' button.

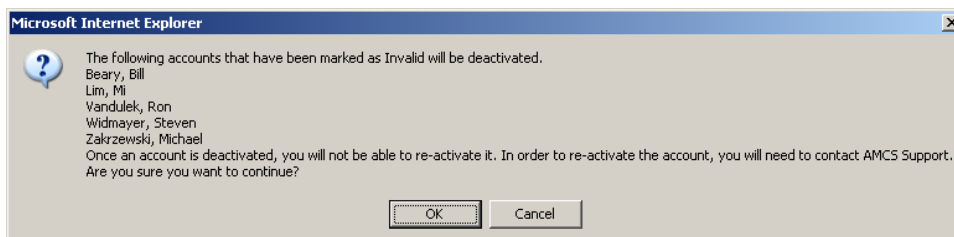
Last Name	First Name	Middle Name	Date of Birth	Last Login	Valid/Invalid User
Linda	Smith		04/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Beary	Bill		05/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Lim	Mi		06/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Vandulek	Ron		07/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Widmayer	Steven		08/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Zakrzewski	Michael		09/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Gadde	Venu		10/01/1980	11/16/2009 02:45:38 PM	<input type="radio"/> Valid <input type="radio"/> Invalid

Note: By clicking the Submit button below, you are verifying that you have reviewed and validated all AMCS accounts (if any) associated with your AME Serial Number.


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If you marked any of the individuals as “Invalid” a message listing the names of those individuals along with a brief description of what happens when you deactivate an account will pop up. If you are sure you want to continue and deactivate the accounts of the individuals listed, click the **OK** button. Otherwise, click the **Cancel** button and make the necessary modifications.



If a "Valid" or "Invalid" selection was not made for every individual listed you will receive an error message. Ensure a selection was made for each individual and submit again.

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AME Admin AME Administration Application
User Administration

There were errors with the data entered, please correct them.

Please select either Valid or Invalid for Beary, Bill

Please select either Valid or Invalid for Lim, Mi

List of Associated Users

The following list contains the active AMCS accounts that are associated with your AME Serial Number.
For each user listed below, please select either 'Valid' or 'Invalid' to indicate whether the individual is a valid staff member who should have access to AMCS, and then click the 'Submit' button.


Last Name	First Name	Middle Name	Date of Birth	Last Login	Valid/Invalid User
Linda	Smith		04/01/1980		<input checked="" type="radio"/> Valid <input type="radio"/> Invalid
Beary	Bill		05/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid
Lim	Mi		06/01/1980		<input type="radio"/> Valid <input type="radio"/> Invalid

Note: By clicking the Submit button below, you are verifying that you have reviewed and validated all AMCS accounts (if any) associated with your AME Serial Number.

SubmitCancel

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If you do not have any active AMCS accounts associated with your AME Serial Number the User Administration screen will launch with a message stating this. Click on the **Submit** button to verify that you have no AMCS accounts associated with your AME Serial Number.

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AME Admin AME Administration Application
User Administration

List of Associated Users

You do not have any active AMCS accounts that are associated with your AME Serial Number.
Please confirm that you do not have any AMCS accounts that are associated with your AME Serial Number by clicking the 'Submit' button.

Note: By clicking the Submit button below, you are verifying that you do not have any active AMCS accounts associated with your AME Serial Number.

SubmitCancel

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THANK YOU SCREEN

A Thank You screen will display upon successful submission of account validation. Click the **Logout** button to complete the process.

